



Class Title
Position Number
FLSA Status
EEO Classification
Department
Supervised By

Recreation Leader
0353
Non-Exempt
Paraprofessionals
Parks and Recreation
Recreation Operations Coordinator/Recreation Supervisor

Nature of Work

Performs responsible work assisting with daily operation of the child care center at the James City County Recreation Center, the REC Connect Program which is a state-licensed before and after school and summer camp program, and/or other recreational classes, camps, activities and events for families and individuals of a variety of ages and abilities.

Essential Job Functions (other essential job functions may be designated by department)

- Assists with organizing, leading, and conducting a variety of recreational activities such as arts and crafts, sports, games, educational program components, etc. for varying age groups and skill levels; oversees children with activities and on field trips; plans daily activity and snack schedules; coordinates family involvement and other site special events.
- Establishes and maintains rapport with participants, parents, school/center staff, administrative officials and other community partners; responds to customer inquiries and/or complaints.
- Ensures a safe environment and proper use, inventory and upkeep of site facilities, supplies, equipment, and vehicles; assists with developing and enforcing site rules; and opens, closes, and secures facility daily.
- Assists with keeping accurate records/statistics and completing necessary site paperwork; and reports all accidents, incidents, and disciplinary actions to supervisor.
- Attend meetings and trainings as necessary; administer first aid as necessary.
- REC Connect Program only: Assists with implementing and ensuring compliance with State-licensed program rules, regulations and procedures
- Performs other duties as assigned.

Job Preparation Needed

- Any combination of education and experience equivalent to a high school diploma, supplemented by college coursework in recreation, education, childcare, or related field preferred; and some experience working with children of different ages and abilities, preferably in a recreational, State licensed or educational setting.
- Must possess, or be able to obtain within six months of hire, certification in First Aid and Cardio Pulmonary Resuscitation (CPR) for Professional Rescuers (Infant, Adults, and Child CPR).
- Additional Requirements for the James City County REC Connect Program positions:
 - Must be at least 18 years of age. (*Individuals between 16-18 years of age can be considered with proof of current education and some experience working with children, however certain restrictions apply*).
 - Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Some knowledge and understanding of instructional procedures and practices; growth and development of children of different ages and abilities.
- Skill in arts and crafts, sports, and games.
- Ability to work effectively in a team setting and with children, families, staff and community partners and contacts in a professional manner; resolve conflicts and complex problems; and work efficiently and effectively under pressure such as deadlines or emergencies.

Performance

All employees are expected to work effectively and ethically with citizens and with each other to meet the needs of the community and the organization. Employees are expected to demonstrate work behaviors that model the County's values and further the County's mission.

Post Offer Requirements

- Child protective services check
- Driving record check*
- Drug test
- Infection control test
- State and or national criminal/ sex offender record check

*Depending on assigned location



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Post Hire Requirements

For REC Connect Program positions only. Requirements found in the Virginia State Licensing Manual for Childcare Centers on the Virginia Department of Social Services website take precedence over these requirements.

- Must successfully complete:
 - Tuberculosis (TB) test within thirty (30) days of hire, then every two (2) years
 - Virginia State criminal record check every three (3) years
 - Child Protective Services registry check every three (3) years
 - Sworn Disclosure statement when hire, then every three (3) years
 - Occupational Safety and Health Administration (OSHA) training every year
 - A minimum of 24 hours of staff training and development (in-service, individual study, classroom training, seminars, or conferences) every year
 - Preferred- Cardiopulmonary resuscitation (CPR) for the Professional Rescuer every two (2) years
 - Preferred-First Aid every three (3) years
 - Preferred-Medicine Administration Training every three (3) years

For REC Connect positions that require a driver's license:

- Must maintain a Virginia driver's license and an acceptable driving record
- Must complete passenger van safety training
- Periodic driving record checks

Job Locations and Conditions

- On-site duties are performed at assigned site locations; administrative duties, if necessary, are performed at assigned work/office location; may be assigned to work at one or more site locations.
- REC Connect Program requires the ability to travel among various work sites.
- Must be able to work flexible schedule, including some early mornings, days, late afternoon, some evenings, weekends, or holidays.
- Performs work safely in accordance with department safety procedures and County Safety Program; operates equipment safely and reports any unsafe work condition or practice to supervisor.
- May be required to report to work to serve customers during emergency conditions; may be assigned to report at a different time and location and to perform different duties as necessary.



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General Aptitudes and Physical Abilities

James City County is an Equal Opportunity Employer. The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Incumbents must be able to perform all essential job functions unaided or with reasonable accommodation. Prospective and current employees are invited to discuss accommodations.

Frequency Scale:

C= Continuously (2/3 or more of the time)	F= Frequently (from 1/3 to 2/3 of the time)	O= Occasionally (up to 1/3 of the time)	R= Rarely (less than 1 hour per week)	N= Not an essential job function
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General Aptitudes/ Physical Abilities	Frequency	Description
Mental Ability	C	Must have general learning ability and the ability to understand instructions and underlying principles; understand and follow oral and written instruction, and/or to guide/give instructions; and, ability to make decisions in accordance with established procedures and policies
Communication Ability	C	Must have ability to understand meanings of words and ideas associated with them and to use them effectively; comprehend language to understand the relationship between words; understand meanings of whole sentences and paragraphs; present information or ideas clearly; and, communicate with public, vendors, supervisors, and/or other employees, and County officials. <ul style="list-style-type: none"> • Verbal Communication: hear/listen; communicate orally with public, vendors, supervisors, other employees, and County officials • Written Communication: read/understand text; exchange information in written form
Mathematical ability	O	Must have ability to perform accurate calculations mentally and/or aided by a calculator or other device
Spatial ability	R	Must have ability to comprehend forms in space and understand relationships of plane and solid objects; may be used in such tasks as blue print reading and in solving geometry problems; frequently described as the ability to mentally visualize objects of two or three dimensions or to think visually of geometric forms
Operate office equipment	O	Office equipment such as computer keyboard and mouse, copy/fax machines, telephones, calculator, etc.
Operate other equipment/tools	F	Necessary equipment and/or tools including arts and crafts supplies
Transport/Reposition Objects	O	Must be able to transport and reposition <15 pounds of materials/equipment from ground to waist
Ascend/Descend	O	Must be able to work in and move to different height levels including 2 flights of stairs and 1-2 steps
Sit	F	Must have the ability to sit
Stand	F	Must have the ability to stand
Walk	C	Move self from one location to another on flat terrain
Run	R	Move self from one location to another on flat terrain
Position self to lower level	F	Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself
Reaching, handling, fingering, and/or feeling	F	Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands
Seeing	C	Must be able to see, to perceive, or comprehend by the sense of sight; be able to focus with distinctness or clarity; use peripheral vision; and depth perception
Hearing	C	Must be able to hear and listen to voices and sounds
Driving	O	Must be able to transfer or convey in an automatic vehicle including car, 12-15 passenger van, and small truck